

## CONTRACTED SERVICES OF ACTRA BRANCHES BY ACTRA NATIONAL

## SCHEDULE OF OPERATIONS

**YEAR ENDED FEBRUARY 28, 2019**

	2019	2018
<b>MONTREAL BRANCH</b>		
Income		
Members		
Dues	\$ 957,110	\$ 1,003,703
Initiation fees	133,046	125,064
Withdrawal fees	2,169	2,096
Reinstatement fees	3,327	4,926
	<b>1,095,652</b>	<b>1,135,789</b>
Non-members		
Performer fees	255,659	245,891
Apprentice fees	87,434	85,847
Foreign performer fees	182,016	214,400
	<b>525,109</b>	<b>546,138</b>
Other		
Administration fees - I.P.A.	105,001	94,736
- other	60,379	49,355
Contract service fees	74,530	77,919
10% service charges	38,285	24,630
Workshop income	66,561	51,086
Miscellaneous	5,700	54,870
	<b>350,456</b>	<b>352,596</b>
Interest	15,534	10,566
Unrealized losses on investments in Credit Union (note 4)	-	(45,000)
	<b>15,534</b>	<b>(34,434)</b>
<b>Total income</b>	<b>1,986,751</b>	<b>2,000,089</b>
Expenses		
Salaries and benefits		
Salaries	747,271	691,126
Staff benefits - general	204,835	188,321
- RRSP	83,753	74,844
	<b>1,035,859</b>	<b>954,291</b>
Branch council expenses and meetings	19,855	16,016
Office expenses		
Rent	91,178	73,158
Regional director expenses	3,613	2,238
Telephone	6,857	6,858
Insurance	7,695	7,625
Supplies and miscellaneous	22,975	21,741
Postage	7,576	5,120
Courier	3,050	3,101
External printing	1,195	755
	<b>\$ 144,139</b>	<b>\$ 120,596</b>

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	2019	2018
<b>MONTREAL BRANCH</b> <i>(continued)</i>		
Expenses <i>(continued)</i>		
Furniture and equipment		
Capital purchases under \$500	\$ 2,513	\$ 389
Repairs	1,746	1,566
Leases	10,957	9,192
Amortization	5,434	3,484
	<b>20,650</b>	14,631
Computer services		
Software	3,422	2,196
Hardware	-	229
Amortization	3,891	5,990
	<b>7,313</b>	8,415
Membership services		
Branch expenses	281	1,664
Committees	15,897	3,723
Membership promotion	19,231	13,016
Awards Night & ACTRA Shorts	2,422	28,669
ACTRA 75th anniversary	35,613	-
AGM and Members' conference	22,149	27,600
Workshop	73,205	44,567
	<b>168,798</b>	119,239
Agreement administration		
Stewarding	1,700	1,984
Organizing expense	-	11
Industry relations	702	1,020
	<b>2,402</b>	3,015
Other		
GST/HST expense	7,704	6,823
QST expense	13,921	11,156
Audit fees	5,988	5,674
Staff development	2,858	1,755
Staff appreciation	-	741
Legal fees	5,756	3,880
	<b>\$ 36,227</b>	<b>\$ 30,029</b>

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	<b>2019</b>	<b>2018</b>
<b>MONTREAL BRANCH</b> <i>(continued)</i>		
Expenses <i>(continued)</i>		
Per capita payment to ACTRA National	\$ 543,087	\$ 522,275
Total expenses	<b>1,978,330</b>	1,788,507
Excess of income over expenses for the year	<b>8,421</b>	211,582
Unappropriated net assets - at beginning of year	<b>2,172,510</b>	1,942,629
Transfer of surplus from ACTRA National	<b>7,787</b>	18,299
Net assets - at end of year	<b>2,188,718</b>	2,172,510
Appropriated for furniture and equipment	<b>(24,106)</b>	(12,426)
Unappropriated net assets - at end of year	<b>\$ 2,164,612</b>	\$ 2,160,084